

# Managing Your 21<sup>st</sup> Century Community Learning Centers (CCLC) Program

Refunded Awardees and  
Government, Community and Faith Based Organizations

New Cohort Institute  
October 8, 2008

# YOUR GRANT APPLICATION

- Design of grant as submitted in awarded application
  - Program operation (hours/days/weeks)
  - Program activities
  - Timelines/major milestones
- Four major sections of the application
  - Need for services
  - Program narrative
  - Management plan/budget
  - Evaluation

# 21<sup>st</sup> Century Community Learning Centers (CCLC) Web Page

<http://www.doe.virginia.gov/VDOE/Instruction/comp.html#title4>

- General information and most recent RFP application
- Administrative Documents and Files
  - Administrative Handbook (all grantees)
  - Budget and Amendment Workbooks (CBO's and FBO's)
  - Reimbursement Workbooks (CBO's and FBO's)
- Lists of 21<sup>st</sup> CCLC Awards
- 21<sup>st</sup> CCLC Resources
- State Advisory Group
- Professional development files

## Title IV: 21st Century Schools

### Title IV, Part B: 21st Century Community Learning Centers

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| <ul style="list-style-type: none"><li>■ <a href="#">Information</a></li><li>■ 21st CCLC Administrative Documents<ul style="list-style-type: none"><li>-Administrative Handbook Effective February 2007 (<a href="#">PDF Format</a>)</li><li>-Reimbursement Workbooks For Community Based Organizations 2006-2007 (<a href="#">Excel Format</a>)</li><li>2007-2008 (<a href="#">Excel Format</a>)</li><li>-Budget Transfer Request Workbooks For Community Based Organizations 2006-2007 (<a href="#">Excel Format</a>)</li><li>2007-2008 (<a href="#">Excel Format</a>)</li></ul></li><li>■ List of 21st CCLC Awards (<a href="#">PDF Format</a>)</li><li>■ <a href="#">21st CCLC Resources</a>, Law and Guidance</li><li>■ <a href="#">Technical Assistance Documents</a></li><li>■ <a href="#">2008-2009 Request for Proposals</a></li><li>■ On Site Monitoring Document (<a href="#">Word Format</a>)</li></ul> | <p><b>Regions I, III, VII, VIII</b><br/>Duane C. Sergent<br/>(804) 371-2929<br/><a href="mailto:Duane.Sergent@doe.virginia.gov">Duane.Sergent@doe.virginia.gov</a></p> <p><b>Regions II, IV, V, VI</b><br/>Dr. Anthony Dursa<br/>(804) 371-7579<br/><a href="mailto:Anthony.Dursa@doe.virginia.gov">Anthony.Dursa@doe.virginia.gov</a></p> <p><b>Title IV Administrative Support</b><br/>Janet Farber<br/>(804) 786-3340<br/><a href="mailto:Janet.Farber@doe.virginia.gov">Janet.Farber@doe.virginia.gov</a></p> |
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## Title V: Promoting Informed Parental Choice and Innovative Programs

### Title V, Part A: Innovative Programs

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| <ul style="list-style-type: none"><li>■ <a href="#">Information</a></li><li>■ <a href="#">Monitoring Instrument</a></li><li>■ <a href="#">Monitoring Schedule</a></li><li>■ <a href="#">2006-2007 Entitlements</a></li><li>■ <a href="#">Survey of Private, Nonprofit Schools</a></li><li>■ <a href="#">Online Technical Assistance for</a></li></ul> | <p><b>Regions I, IV, VII, VIII</b><br/>Duane C. Sergent<br/>(804) 371-2929<br/><a href="mailto:Duane.Sergent@doe.virginia.gov">Duane.Sergent@doe.virginia.gov</a></p> <p><b>Regions II, III, V, VI</b><br/>Diane Jay</p> |
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# Budgets and Reimbursements

- Local Education Agency (LEA) use OMEGA
- Community and faith based organizations
  - Excel Budget transfer worksheets
  - Excel Reimbursement worksheets

# Program Amendments (Significant changes)

- Design of program
- Population
- Objectives
- Services/activities
- Length and hours of services

# Frequent Errors or Oversights

- Reimbursements
  - Specific Vendor (i.e. do not use credit card bank)
  - Copies of hard copy submission (CBO's and FBO's)
    - Reimbursements – original plus a copy
    - Budget transfer requests – original plus two copies
  - Using correct year's workbook (CBO's and FBO's)
  - Include complete documentation (CBO's and FBO's)
- Budget transfer requests - justification for transfer
- Updating contact information
  - Name
  - Phone number
  - E-mail
- Monitor drawdown of grant funds by appropriate year
  - Throughout year
  - Encumber and claim all funds by deadline for closing of grant

# Grantees Asked for It

- Information about funding and carryover
- Interpretation of grant requirements (refer to your awarded application)
- Calendar of report due dates (will be developed and sent out later this fall)
- Allowable expenses (Administrative Handbook, page 5)



# Contact Information

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